

For: State and County Offices

Producer Notification of Deadlines for AMTA Program

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

AMTA provisions include various signature deadlines and other requirements that producers must meet to receive program benefits. Failure to comply results in the loss of benefits for a fiscal year. When producers fail to timely enroll farms or acreage into PFC following a farm reconstitution or CRP-1 expiration, PFC or CAB acreage is permanently reduced to zero.

Based on the number of appeals, at all levels, and the number of relief cases submitted to DAFP, it is apparent that many producers continue to miss critical deadlines, resulting in a loss of benefits.

B

Purpose

This notice:

- instructs County Offices to **immediately** notify applicable producers about enrolling released CAB's into PFC on or before April 2, 2001, by query identified in paragraph 2 and the letter in Exhibit 1
- reminds COC and CED of AMTA publicity requirements
- informs State and County Offices that a query is being developed to print informational letters to producers on PFC with undesignated shares.

Disposal Date

September 1, 2001

Distribution

State Offices; State Offices relay to County Offices

Notice PF-154

2 Identifying Important Deadlines and Monitoring Farm Changes

A

Important Deadlines

The following table identifies important deadlines for FY 2001 AMTA.

Activity	Deadline
Enrolling CAB's released from CRP.	April 2, 2001, for CRP-1's that expired in FY 2000.
Enrolling farm into PFC after reconstitution.	30 calendar days after FSA-476 is mailed to producers.
Requesting farm reconstitution.	June 1, 2001.
Designating payment shares on PFC and meeting signature requirements.	August 1, 2001.
Reporting successions-in-interest and obtaining applicable signatures.	
Filing CCC-502, AD-1026, FSA-570, or other supporting documentation.	

B

Query to Identify CRP Pending Acres

As provided in 1-PF, paragraph 380 producers with expired CRP contracts may enroll released CAB's into PFC on or before April 1 of the fiscal year following CRP-1 expiration. The final date to enroll released CAB's from CRP-1's that expired on September 30, 2000, is April 2, 2001.

Query MAINT02 identifies farms with CRP pending acres. County Offices shall, as soon as possible, but not later than March 22, 2001:

- ENTER "CRPFIX,QRPRADJ1" on the Common Provisions menu according to 3-CM, subparagraph 376 A to generate Query MAINT02

Note: If "File A.MI.CSM not linked to a file definition..." is displayed:

- select option 3 and PRESS "Enter"
- ENTER "IDDULINK LINK,A.MI.CSM,IDDEF01,AMICSM" and PRESS "Enter" to link the file to the file definition
- ENTER "CRPFIX,QRPRADJ1" and PRESS "Enter".

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2 Identifying Important Deadlines and Monitoring Farm Changes (Continued)

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Query to Identify CRP Pending Acres (Continued)

- review the resulting query report, entitled “Farms with CRP Pending Acreage in Crop Summary File”. If the report:
 - is negative, all CRP pending acres have been enrolled into PFC or otherwise accounted for with CCC-505, and no further action is necessary
 - lists one or more farms, send a copy of the letter in Exhibit 1 to each producer on each farm.
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C

Monitoring Need for Succession

A significant number of cases sent to DAFP for meritorious relief contain information that indicates the producer has timely reported a change in the operation of a farm, but PFC is not updated to reflect the change.

Example: Shares on PFC for the current fiscal year are designated 100 percent to Producer A. Producer B timely reports a 100 percent interest in the farm on FSA-578, but fails to sign a revised PFC.

PFC participants are responsible for reporting any change that affects PFC. However, County Offices are encouraged to manually compare PFC to FSA-578 during the acreage reporting process to determine whether a succession-in-interest should be processed on PFC. Although shares on PFC do not have to match shares on FSA-578, all producers who share in crops produced on PFC acreage must sign PFC with a designated share greater than zero. By allocating time and resources to conduct this review, County Offices may decrease future workload because of the reduction in the number of appeals and the number of requests for meritorious relief for unreported successions-in-interest.

Note: PFC payment share and succession-in-interest provisions may be discussed with producers; however, County Offices shall not **suggest** revision of PFC unless a producer’s interest, based on FSA-578 shares, would **require** a revision.

Example 1: Producer A owns and operates FSN 2001 with 500 acres effective agricultural use and 500 total PFC acres. Producer B reports an interest in sunflower acreage on part of the farm. In this event, a succession-in-interest has occurred, and PFC must be revised and signed by all applicable producers on or before August 1, 2001. Producer B’s sunflower acreage must be considered contract acreage.

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2 Identifying Important Deadlines and Monitoring Farm Changes (Continued)

C

Monitoring Need for Succession (Continued)

Example 2: Producer A owns and operates FSN 2002 with 500 acres effective agricultural use and 300 total PFC acres. Producer B reports a 100 percent interest in 150 acres of sunflowers. Although PFC revision would not be required in this case, Producers A and B **may** choose to revise PFC payment shares.

3 Future Queries

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Undesignated Shares

Queries are being developed to generate notification letters to all producers on farms with PFC for which shares have not been designated for fiscal year 2001. These queries are expected to be released in mid- to late- April.

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Potential Successions

Queries are being developed that will compare producers listed on FSA-578 for FSN to producers listed on CCC-478. A listing of farms which may require a succession-in-interest to PFC will be printed.

Note: This report will not indicate all situations that will require a succession-in-interest to PFC, such as when the producers on the farm are the same, but the shares change.

4 Action Required

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COC Action

COC's shall ensure that AMTA provisions and deadlines are adequately publicized according to 1-PF, subparagraph 7 C.

The enrollment period for reconstituted farms and the August 1 deadline to designate payment shares and report successions-in-interest are of particular importance and are the subjects of the greatest number of requests for meritorious relief from DAFP. Accordingly, recurring notification of these deadlines by appropriate media may be warranted.

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4 Action Required (Continued)

B

CED Action

CED's shall ensure that:

- a query is generated and letters are sent according to paragraph 2
- signature deadlines are carefully monitored according to 1-PF, subparagraph 8 G.

Note: Although it is recognized that time and resources are limited during peak workload periods, failure to monitor whether producers are meeting deadlines may result in appeals and requests for relief, which could have been prevented through use of queries, reports, reminder letters, and other contacts.

Producer Notification Letter

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM SERVICE AGENCY
(Print on County Office Letterhead)

[current date]

Farm Number XXXX

Name
Address
City, State, ZIP Code

Dear _____,

According to our records, Crop Acreage Base (CAB) acreage was released to the above identified farm number as of October 1, 2000, because of the expiration of CRP contract acreage. As of the date of this letter, the CAB acreage has not been enrolled into a Production Flexibility Contract.

This letter is to remind you that part or all of the released CAB acreage may be eligible to be enrolled into PFC, on or before April 2, 2001. If you fail to enroll the CAB acreage into PFC by April 2, 2001, the acreage will be permanently reduced to zero and will cease to exist.

Please contact this office if you have any questions regarding this matter.

Sincerely,

/s/

COUNTY EXECUTIVE DIRECTOR
_____ COUNTY FSA OFFICE